

Contact Person	Dan Kayser	Revision	6.0
Document	Procedure 10200.054	Effective Date	06/15/2014
		Review Date	06/15/2017

Hazard Identification For Excess Property & Materials

The Ames Laboratory Hazard Identification for Excess Property & Materials Procedure will ensure that all excess property and materials are properly evaluated before being shipped off-site or sent for “scrap”.

NOTE: This procedure is not intended to cover a laboratory clean out or move as it may not be feasible or practical to green tag every item. These instances will be evaluated on a case-by-case basis and a separate process will be outlined to identify hazards in excess property and materials as well as determining if these items have a significant cultural or historical value prior to leaving the Laboratory.

1.0 APPROVAL RECORD

- Reviewed by: Document Control Coordinator (Amy Tehan)
- Approved by: Manager, ESH&A (Tom Wessels)
- Approved by: Manager, Purchasing & Property Services (Andrea Spiker)
- Approved by: Health Physicist, ESH&A (Mike McGuigan)
- Approved by: Manager, Facilities & Engineering Services (Mark Grootveld)
- Approved by: Interim Deputy Director (David Baldwin)

The official approval record for this document is maintained in the Training, Documents, & Records Office, 151 TASf.

2.0 REVISION/REVIEW INFORMATION

The revision description for this document is available from and maintained by the author.

3.0 PURPOSE AND SCOPE

The purpose and scope of this procedure is to identify any hazardous materials present in or on excess property and materials and evaluate these items for any significant cultural/historical value before being sent off-site. This procedure does not include materials (i.e. sheet metal, conduit, piping, plaster board, etc.) from routine facility operations or equipment and materials shipped off-site for research activities or the return of these items. If you are shipping equipment and materials off-site and/or returning these items please contact the Materials & Transportation Department (294-6083)153 Spedding Hall. You may also reference the Property Management Policy 48300.001.

4.0 ROLES AND RESPONSIBILITIES

4.1. ESH&A Manager:

The manager will approve this procedure and make sure there are adequate resources necessary to support ESH&A's role in this procedure.

4.2 Environmental Specialist:

The specialist will assist, as needed, health physics personnel in identifying other non-radiological hazards. The specialist will be present when property services personnel performs a “scrap-out” of excess property and materials. The specialist will be

Contact Person	Dan Kayser	Revision	6.0
Document	Procedure 10200.054	Effective Date	06/15/2014
		Review Date	06/15/2017

responsible for properly removing and disposing of any hazardous materials/wastes associated with excess property and materials according to State/Federal and local regulations. The specialist will inform health physics personnel when the hazard(s) are removed so the removal date can be noted in the HP Survey Report & Equipment Transfer database. The specialist will also evaluate excess property and materials for their cultural/historical value (see section 6).

4.3 Property Services:

Property services personnel are responsible for maintaining an inventory of excess property and materials and determining whether excess property and materials are to be disposed of or put on www.GSAXcess.gov for screening. Property containing residual radioactivity and chemicals will be evaluated for final disposition on a case by case basis jointly with ESH&A personnel. Records for all excessed property will be held in the Property services office.

4.4 Facilities & Engineering Services Manager:

The manager will ensure that facility personnel do not move equipment to the warehouse until the equipment has been tagged and surveyed for hazards and signed by health physics personnel. The manager will assign an electrician or electrical engineer to review excess property and materials that could potentially contain PCB ballasts or capacitors.

4.5 Health Physics Personnel

Health physics personnel (HPP) are responsible for performing internal procedure 10202.054 and for notifying the environmental specialist of any radiological and/or chemical hazards found while performing the survey. HPP are also responsible for entering data from the Green Tags into the HP Survey Report & Equipment Transfer database. HPP will retain the TOP GREEN copy of the property transfer tag and e-mail a green tag pick-up list to Facilities & Engineering Services (F&ES) and property services personnel (PSP). The green tags and green tag pick-up list will be filed in G40 TASF.

4.6 Requester

Individuals requesting transfer of equipment and materials, through F&ES, shall complete a transfer property tag (see example below) and attach the tag to the item and forward the TOP GREEN copy to ESH&A (G40 TASF). The requester shall notify ESH&A of any known hazards or potential hazards associated with excess equipment or materials.

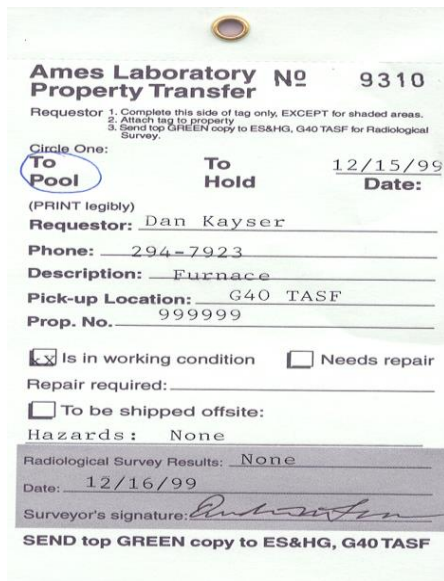
If a requester transfers his/her own equipment or materials to the warehouse the requester shall complete the Transfer Tag and have ESH&A health physics personnel sign the tag before moving equipment/materials to the warehouse. ESH&A health physics personnel will retain the Top Green copy for data entry purposes.

THE WAREHOUSE WILL NOT ACCEPT EQUIPMENT AND MATERIALS WITHOUT A PROPERLY COMPLETED TAG.

NOTE: Equipment and materials should not be stored in building hallways prior

to moving.

Transfer Tag Example:



Ames Laboratory No. **9310**
Property Transfer
 Requestor: 1. Complete this side of tag only, EXCEPT for shaded areas.
 2. Attach tag to property
 3. Send top GREEN copy to ES&HG, G40 TASF for Radiological Survey.
 Circle One:
To **To** **12/15/99**
Pool **Hold** **Date:**
 (PRINT legibly)
Requestor: Dan Kayser
Phone: 294-7923
Description: Furnace
Pick-up Location: G40 TASF
Prop. No. 999999
☒ Is in working condition ☐ Needs repair
 Repair required: _____
☐ To be shipped offsite:
Hazards: None
 Radiological Survey Results: None
 Date: 12/16/99
 Surveyor's signature: *[Signature]*
SEND top GREEN copy to ES&HG, G40 TASF

5.0 Surveying Equipment and Materials

Once the TOP GREEN copy of the property transfer tag is received by ESH&A, health physics personnel will survey the equipment/materials according to internal procedure 10202.054.

6.0 Evaluation Criteria for Cultural/Historical (36 CFR Part 60.4)

According to guidance in 36 CFR Part 60.4, an historical resource can be identified by the quality of its significance in American history, architecture, archeology, engineering, and culture. This quality is potentially present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association.

In addition, an historical resource must:

- (a) be associated with events that have made a significant contribution to the broad patterns of our history; or
- (b) be associated with the lives of persons significant in our past; or
- (c) embody the distinctive characteristics of a type, period, or method of construction, or represent the work of a master, or possess high artistic values, or represent a significant and distinguishable entity whose components may lack individual distinction; or
- (d) yield, or may be likely to yield, information important in prehistory or history.

Once the TOP GREEN copy of the property transfer tag is received by ESH&A health, physics personnel will survey the equipment/materials according to internal procedure 10202.054.

Contact Person	Dan Kayser	Revision	6.0
Document	Procedure 10200.054	Effective Date	06/15/2014
		Review Date	06/15/2017

7.0 Disposal of Electronic Media

The Ames Laboratory cyber security procedures require the destruction of electronic media (hard disks, tapes, CDs, and USB drives, etc.) that are no longer being used. Property Management staff remove the devices from Ames Laboratory computers (if necessary) when the computer enters the property pool at the Laboratory's Warehouse. The devices are packaged in boxes that can be easily handled by a single individual. Property Management staff notify the environmental specialist to arrange for destruction and disposal at the City of Ames Resource Recovery Plant. The environmental specialist submits a requisition for the destruction and disposal of the electronic media devices and arranges for the transport of the devices by an Ames Laboratory vehicle. At the Resource Recovery Plant the devices are placed into a front end loader and the environmental specialist and Property Management staff person proceed to the plant's operations room to visually verify the destruction of the electronic media by a hammer mill that shreds the devices into small pieces. Ferrous metal is pulled off by magnets and recycled. The remaining material is either land filled or burned.